

A REGULAR MEETING OF THE FAUQUIER COUNTY BOARD OF SUPERVISORS WAS HELD DECEMBER 2, 1997 AT 9:30 A.M. AT THE MARSHALL COMMUNITY CENTER IN MARSHALL, VIRGINIA

P R E S E N T Mr. David C. Mangum, Chairman; Mr. James G. Brumfield, Vice Chairman; Mr. Wilbur W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks; Mr. G. Robert Lee, County Administrator; Mr. Paul S. McCulla, County Attorney

ADOPTION OF THE AGENDA

Mr. Brumfield moved to adopt the agenda subject to adding "A Resolution Authorizing the Acceptance of Donated Land" to the regular agenda. Mr. Weeks seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks
Nays: None
Absent During Vote: None
Abstention: None

CITIZENS TIME

Malcolm Huffman requested the Board of Supervisors' favorable consideration of the agenda item regarding the Elmore/Huffman Comprehensive Plan Amendment.

Catherine Delaney requested the Board of Supervisors deny the Elmore/Huffman Comprehensive Plan Amendment.

Patty Cloud and Laurie Parker, Director of the Piedmont Dispute Resolution Center, requested the Board of Supervisors consider full funding for the Piedmont Dispute Resolution Center.

Lynn Doeman spoke in opposition to the Huffman/Elmore Comprehensive Plan Amendment.

George Elmore requested the Board of Supervisors' favorable consideration of the Huffman/Elmore Comprehensive Plan Amendment.

Robin Allen requested the Board of Supervisors' favorable consideration to a request for assistance for a special education need for her niece, Angela Pendleton.

Chip Maloney spoke in opposition to the Huffman/Elmore Comprehensive Plan Amendment.

CONSENT AGENDA

Mr. Green moved to adopt the following Consent Agenda items. Mr. Brumfield seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks
Nays: None

Absent During Vote: None
Abstention: None

Approval of the Minutes of the November 18, 1997 Regular Meeting

A Resolution to Adopt the Fleet Maintenance Policy and Procedures

RESOLUTION

A RESOLUTION TO ADOPT THE FAUQUIER COUNTY
FLEET MAINTENANCE POLICY AND PROCEDURES

BE IT RESOLVED by the Fauquier County Board of Supervisors this 2nd day of December 1997, That the Fauquier County Fleet Maintenance Policy and Procedures be, and is hereby, adopted.

FAUQUIER COUNTY GOVERNMENT
FLEET MAINTENANCE POLICY AND PROCEDURES

I. POLICY

It is the policy of Fauquier County Board of Supervisors to implement and administer a centralized system of vehicle and equipment operation, utilization, maintenance and repair; to maximize the efficient and effective use of the County and Public School's fleet in support of organizational goals and program objectives. This element is designated as Fleet Maintenance, a division of Support Services.

II. GOALS

To provide vehicles that allow the user to meet their objectives and are available when needed.

To provide vehicles that are safe and reliable.

To administer an effective preventative maintenance program, minimizing vehicle and equipment downtime.

To establish a financial system that identifies all fleet costs, allocates these costs equitably and supports fleet operation as a governmental enterprise.

To provide or recommend vehicles which are economical to own, operate and maintain.

To provide an organizational framework for supporting a customer-focused approach for continuously improved performance and customer satisfaction.

To utilize the Fleet Maintenance automated information system for identifying all costs and for supporting all fleet functions, enabling the County Government and Public School Officials to make decisions related to the most effective and efficient use of fleet resources.

To establish, and regularly review Fleet Maintenance procedures.

III. PROCEDURE

A. BACKGROUND

On January 1, 1997, the Fleet Maintenance Division was established and assigned to the Department of Support Services. This division will function as a consolidated entity, serving both the County Government and the Public School System. It will function as an enterprise organization using the "internal service fund" for operational funding. The Fleet Maintenance operations shall generate sufficient revenue to cover their total costs of operation. Fleet Maintenance will prepare and submit an annual budget for approval. This budget request shall include the projected total cost of Fleet Maintenance and, the recommended composite labor rate, parts and fuel markup. The approved budget is the tool that establishes the composite labor rate, parts, sublet labor and fuel mark-up rate for the next fiscal year. These rates will be reviewed each year and adjusted to meet the requirements outlined in the approved budget.

B. DEFINITIONS

1) Motor Pool Vehicles: Vehicles/equipment that are managed and maintained by Fleet Maintenance. These vehicles may be assigned on either a permanent, temporary or daily basis to specified departments and individuals. Vehicles are also available to meet the operational requirements of user-vehicles that are being serviced or repaired. Motor pool vehicles assigned on a permanent or temporary basis shall be considered a leased vehicle, and an approved monthly fee applied. This fee will be determined by including all costs associated with the vehicle, with the exception of fuel costs. Vehicles that are leased for a short term or on a daily basis, costs shall be computed utilizing an approved mileage rate. For development of a mileage rate, it is computed using the estimated maintenance and fuel costs to establish the daily rate. All lease and mileage costs will be charged to the using department on a monthly basis.

2) Non-Motor Pool Vehicles/Equipment: Vehicles/equipment that are owned by individual departments but maintained by Fleet Maintenance. Vehicles/equipment in this category generally consist of special purpose and functional vehicles and off-road maintenance equipment. All maintenance and fuel costs are charged back to the using department on a monthly basis.

3) Commercial Lease Vehicles: Vehicles owned by a commercial entity, and leased under the formal vehicle lease contract. All maintenance and fuel costs are charged back to the using department.

4) Vehicles or Equipment: For the purpose of this document, the terms vehicle or equipment are to be given the broadest possible meaning, including but not limited to motorized vehicular units, specialized, emergency, rolling heavy and light equipment of all types and nature.

5) Vehicle Licensing: Vehicles owned or leased by Fauquier County and the Public School System require State of Virginia license and inspection decals.

6) Master Asset Listing: A compilation of all vehicular and motorized equipment owned by Fauquier County Government and Public Schools.

A. VEHICLE OPERATION, MAINTENANCE AND REPAIR

1) Vehicle Operation

a. Operator Responsibility: All vehicles will be driven in a safe, courteous, and lawful manner. Vehicle fluid levels and standard lighting systems should be checked by the operator before each use. Vehicle security is the responsibility of the assigned driver, or in the absence of an assigned driver, the Division/Department Director to which the vehicle is assigned. Keys shall always be removed when a vehicle is unattended, unless parked in a secured area. The vehicle shall be locked whenever the driver is out of visual contact of the vehicle.

b. All Fauquier County Government and Public Schools vehicle operators are required to have in their possession, a valid State of Virginia drivers license. Endorsement is also required for operating special classes of vehicles.

Any citations issued to an operator of a County or Public School vehicle by a law enforcement agency, are the total responsibility of the driver. All moving violations shall be reported to and reviewed by the Division/Department Director, and a summary report forwarded to the County Administrator or the Superintendent of Schools, or their designee.

b. Accident reporting: All accidents must be reported immediately to the appropriate law enforcement agency, Fleet Maintenance, and the Division/Department Director. A copy of the official accident report must be filed with Risk Management.

If the vehicle condition is operable, it should be brought to the Fleet Maintenance facility for evaluation. If the vehicle is inoperable, Fleet Maintenance should be notified to make towing arrangements..

All accident reports and insurance claim processing will be managed by Risk Management. The inspection by the claim adjuster, damage estimates and repairs will be coordinated by the Division/Department of the assigned vehicle and Risk Management.

1) Vehicle Operator Maintenance

a. General: Vehicles shall be kept neat, clean, and presentable at all times. The driver will remove all equipment, papers, and other trash from the vehicle, close the windows, turn off the radio and lights, and lock the vehicle after, each period of use.

The driver of any Motor Pool vehicle will ensure that the fuel tank be refilled before returning the vehicle to the motor pool. The driver of any County/School vehicle shall input accurate mileage readings into the automated-fuel-distribution console located at each county fuel station.

1) Vehicle Repair Services

- a. Motor Pool Vehicles: All motor pool vehicles requiring state vehicle inspections, preventative maintenance inspections, repairs and/or servicing shall be processed through Fleet Maintenance.
- b. Non-Motor Pool Vehicles: All non-motor pool vehicle and equipment repairs, servicing and state vehicle inspections shall be accomplished through Fleet Maintenance. Fleet Maintenance will submit a monthly bill to the Finance Office, sorted by Department cost code, for all fuel, repair and maintenance costs for the month.
- c. Commercial Lease Vehicles: All vehicles under the lease program will be returned to Fleet Maintenance for routine servicing, repair and state inspections. If the repair requirement is under warranty, the vehicle will be returned to the dealer for repair. All costs for leasing, fuels, servicing, and repairs performed by Fleet Maintenance shall be the responsibility of the using department.

1) Operations

- a. Fuel: All fueling of County/School vehicles shall be at County-owned facilities, where possible. The automated fuel-dispensing system requires a valid operator PIN number, a vehicle chip-key coded for that vehicle, present odometer readings and the pump number before the pump will activate. If the vehicle mileage is greater than 600 miles since last fueling, the fuel dispensing system is capable of not authorizing refueling. All vehicle history contains data to produce a miles-per-gallon average for that particular vehicle. When the vehicle mileage entered is compared to the average miles-per-gallon for the amount of fuel dispensed and a disparity is noted, the automated system will alert Fleet Maintenance for verification of the vehicle operating condition. Mileage information is utilized by the automated system in determining when a vehicle is due for scheduled preventative maintenance. Entering of accurate vehicle mileage during refueling operations is very important. Operational costs are included in the monthly billing. See Attachment A for fueling operation instructions.

1) Licenses

- a. Virginia Vehicle Title and License: All Fauquier County Government and Public School System vehicle titling and licensing shall be processed by Fleet Maintenance. Renewal of license or changing of license plates, must also be processed through Fleet Maintenance. The user-departments on non-motor pool vehicles are responsible to assure that the license is current, and will notify Fleet Maintenance when a renewal is required. Fleet Maintenance is responsible for the proper licensing of all Fauquier County Government and Public School vehicles.
- b. Fauquier County License: User departments are responsible for displaying a valid County

license on all Fauquier County Government and Public School vehicles. The Public School buses are exempt from this requirement.

c. Insurance: Insurance for all County and Public School vehicles will be requested of Risk Management when the vehicle license application is completed by Fleet Maintenance. Fleet Maintenance shall notify Risk Management when any vehicle is categorized as being surplus and no longer requires insurance coverage.

A. VEHICLE UTILIZATION

1) Motor Pool Assignment:

a. Motor Pool vehicle assignments are made by Fleet Maintenance for a defined use on a per case basis. All vehicle applications shall be submitted to Fleet Maintenance for vehicle assignments. All attempts will be made to accommodate vehicle requests by use of a motor pool vehicle; or by vehicle rental upon receiving requesting departments prior approval. Leasing fees will be included in the monthly invoice.

b. Non-Motor Pool Vehicles: All non-motor pool vehicle and equipment repairs and servicing shall be administered through Fleet Maintenance. Monthly invoicing will include all fuel, maintenance and repair costs.

1) Utilization Management

a. Utilization of all Fauquier County Government vehicles and equipment shall be regularly monitored to insure compliance with monthly mileage and/or operating hours criteria in the following manner:

A minimum monthly average of 500 miles per vehicle during a consecutive six month period, shall be established as the standard against which individual vehicle mileage data will be measured in assessing the efficient utilization of the fleet.

Fleet Maintenance shall biannually produce a vehicle and equipment utilization report which will indicate by exception those individual vehicles that have not met the established mileage and/or operating hours criteria.

Fleet Maintenance Supervisor shall prepare a utilization report on or before each January 31 and July 31, for the Director of Support Services, citing recommended actions designed to improve individual vehicle utilization. Recommended actions may include reassignment, rotation or removal of subject vehicles from the active fleet.

a. Fleet Maintenance shall receive all excess vehicles owned by Fauquier County Government and Public Schools. An assessment by Fleet Maintenance of the vehicles safety and mechanical condition shall determine if the vehicle is suitable for reassignment or categorized as surplus. Vehicles with high mileage, in poor mechanical condition and considered uneconomical to repair, or safety questionable, will be recommended for surplus. Vehicles categorized as surplus will be recommended for disposal via

the auction process or alternate method as approved by the County Administrator or designee.

A. EQUIPMENT LIFE CYCLING

Fleet Maintenance shall be responsible for determining the expected life cycle of all vehicles with a base purchase price equal to or greater than \$6,000. The American Public Works Association life expectancy standard, other relevant industry standards and historical data shall be used to determine the initial vehicle replacement schedule for each vehicle serviced and maintained by Fleet Maintenance. Expected vehicle-life expectancy can be projected annually, using the computer generated rating system based upon equipment mileage or operating hours, equipment age, life to date equipment repair and maintenance costs and per gallon mileage data.

B. EQUIPMENT SPECIFICATIONS

All County and Public School new vehicle/equipment specifications shall be reviewed by Fleet Maintenance prior to the procurement process. Fleet Maintenance specific areas of interest in the specification will be maintainability, part availability, serviceability and compatibility to the existing fleet.

C. FINANCIAL PROCESSES

1) Fleet Maintenance operating as an "enterprise" function, is dependent upon the receipt of sufficient revenue to cover all expenditures associated with the total operational costs, to include personnel salaries and benefits. Revenue is generated by the services rendered and received in the monthly billing process. The billing process will include the costs associated with the repair and maintenance of vehicles and equipment, fuel, and services rendered during the billing period. The bill for the prior month shall be electronically delivered to Finance by the 3rd working day of the following month. A detailed breakdown of charges by vehicle designation number, will be delivered to the user-department by the 10th of the following month. Additional information/history on a specific vehicle or equipment is available and may be obtained by contacting Fleet Maintenance.

2) Fleet Maintenance in the process of the bill preparation will complete the following steps in the specific bill preparation:

- review work orders for parts, labor, and sublet postings.
- review mileage and posting of all fuel transactions.
- run all End of Period Reports
- verify billing codes and any equipment departmental changes.
- verify invoices for payment to vendors
- run monthly billing report and interface with the Fauquier County Finance Department.
- Prepare and mail monthly invoices to customers not within the County and Public Schools, such as the Town of Warrenton, Town of Remington, and Headstart Program of the Fauquier Community Action

Comm., Inc.

ATTACHMENT A

1. Security Gate Entry, After-hours. The entry gate to the Transportation compound is closed after normal working hours. Access is achieved by using the vehicle-fuel chip key and the individuals PIN. When approaching the gate from outside the compound, an access station is located on the left side of the roadway. The individuals PIN must be entered, followed by insertion of the chip key, and then entering "10" as the pump number. The gate will automatically open allowing entry into the compound. After entering the access gate, the gate will automatically close behind the vehicle. Upon exiting the compound, one must pull up to the gate and the gate will automatically open, allowing egress from the compound and again closing behind the exiting vehicle.

2. Fuel Pump Operating Instructions. Fauquier County presently operates two refueling sites, the Fleet Maintenance garage and at Liberty High School. Both sites are 24-hour sites available for refueling operations. The following instructions apply when refueling vehicles at the County fuel sites:

Input individual PIN and push enter,
Insert vehicle fuel chip,
Input accurate vehicle mileage and push enter,
Input pump number and push enter.

The fuel pump selected is activated and ready for fueling operation.

Authorization to Revise Personnel Policy, Section #2, Leave, Paragraph XXXV, Compensatory Leave/Overtime Pay and Paragraph XXXVI, Reciprocal Service and Prior Credit

RESOLUTION

A RESOLUTION TO REVISE PERSONNEL POLICY SECTIONS #2, LEAVE Paragraph XXXV, COMPENSATORY LEAVE/OVERTIME PAY AND Paragraph XXXVI, RECIPROCAL SERVICE AND PRIOR CREDIT

WHEREAS, the Department of Personnel Services periodically reviews certain Personnel Policies to ensure that they are meeting the objectives of the County and the needs of the County employees; and

WHEREAS, the Department of Personnel Services conducted such a review of these policies; and

WHEREAS, based upon the review, it is recommended that these policy revisions reflect procedural and administrative changes which include notifying the County Administrator when an employee accumulates 120 hours or more of compensatory time; and

WHEREAS, notifying the County Administrator when an employee accumulates 240 hours or more of compensatory time for employees in law enforcement or fire protection activities; and

WHEREAS, reciprocal service and prior credit, which was approved by the Board of Supervisors June 3, 1997, is included into this policy; now, therefore,

be it

RESOLVED, by the Fauquier County Board of Supervisors this 2nd day of December 1997, That the revisions made in Personnel Policy, Section #2 Leave be, and are hereby, approved; and, be it

RESOLVED FURTHER, That the effective date of these revisions be December 1, 1997; and, be it

RESOLVED FINALLY, That the County Administrator be, and is hereby, directed to administer this revised policy and changes in accordance with applicable Fauquier County policies and procedures.

PERSONNEL POLICY

Fauquier County, Virginia

Section No. 2

Leave Policy:

I. Definition

Leave is an authorized absence during regularly scheduled work hours that has been approved by proper supervisory authority. Leave may be authorized with or without pay. Any absence without appropriate supervisory approval is considered unauthorized leave.

II. Leave Policy

All permanent employees are encouraged to take annual leave for vacation purposes each year. Supervisory authorities or their designees shall grant leave in accordance with these rules on the basis of the work requirements in the department, and whenever possible, the personal wishes of the employee. Employees requesting leave shall do so on an official leave request form signed by the employee for the approving supervisor's signature. Annual leave must be approved by the immediate supervisor or other department supervisor prior to taking the leave so that the ability of the department to perform its work is not unduly affected. A department head's annual leave request must be approved by the County Administrator, if that department is directly under the control of the Board of Supervisors.

III. Annual Leave

Supervisory authorities shall grant annual leave with pay to permanent employees in accordance with the following provisions:

A. Annual leave will be earned by employees beginning from the date of appointment to the permanent position. No employee will be allowed to receive leave credits for prior service in an appointment status other than permanent.

B. Annual leave shall normally be granted each calendar year unless a supervisory authority specifically defers an employee's vacation because of work requirements. Every effort will be made to reschedule the employee's vacation to a later date desired by the employee.

C. Annual leave shall not exceed the total amount credited to an employee's authorized annual leave balance.

D. Part-time, permanent employees who are required to work an

established regularly scheduled work week or to remain in an official work status for a specific tour of duty shall be eligible to earn and accrue pro-rated annual leave each monthly payroll period.

E. Generally, annual leave shall not be donated or conveyed from one employee to another employee. A supervisory authority may ask that annual leave be donated for use as sick leave, in cases of extreme hardship by formal request to the County Administrator. Prior to the request, the supervisory authority and the Personnel Director shall review the employee's leave record to ascertain if the request is warranted. The donation and transfer of annual leave by one employee to another employee to be used as sick leave shall be subject to established personnel procedures governing such donations.

IV. Earning and Accumulating Annual Leave

A. Annual leave shall be earned and accumulated by all full-time, permanent employees working a 37.5 hour week as follows:

1. From zero (0) through five (5) years service - Seven and one-half (7 1/2) hours per monthly payroll period and a maximum accumulation of 190 hours.
2. From six (6) through ten (10) years service - Nine and one-half (1/2) hours per monthly payroll period and maximum accumulation of 225 hours.
3. From eleven (11) through fifteen (15) years service - Eleven and one-half (11 1/2) hours per monthly payroll period and a maximum accumulation of 270 hours.
4. Sixteen (16) years service and up - Thirteen and one-half (13 1/2) hours per monthly payroll period and a maximum accumulation of 315 hours.

Permanent employees who work revised work schedules (such as, but not limited to, personnel employed in the Sheriff's Office or Office of Emergency Services) shall earn and accumulate annual leave on a pro-rated basis.

B. Annual leave shall be dropped which is in excess of the specific limits imposed by the above paragraph and exists at the end of the leave year, December 31st. However, a Constitutional Officer or Department Head may request that approval be given by the County Administrator for an employee to carry excess annual leave when work load requirements clearly prevent an employee from using his/her scheduled annual leave. The request for approval must be supported by appropriate Policy documentation to include disapproved leave requests reflecting the specific reasons for disapproval and a proposed time schedule not to exceed four (4) months, wherein the carry over leave will be used. All carry over leave not used within the approved time schedule will be forfeited.

C. Annual leave does not accrue for any period unless the employee is compensated for at least one-half (1/2) of the working days in that pay period.

D. A permanent employee who separates from the competitive service and returns to County employment within one year from the separation date shall have his/her formal accrual rate reinstated.

V. Using (Debiting) Annual Leave

Annual leave shall be debited as follows:

A. The amount of annual leave to be debited shall be computed on the basis of the exact number of days or hours an employee is scheduled to work.

B. Annual leave shall be debited in no less than one-half (1/2) units.

C. Each department shall forward to the Finance Department an approved monthly annual leave record indicating annual leave debits, credits, and balances for each of their employees and approved annual leave request forms covering all annual leave taken by department employees.

VI. Effect of Transfers on Annual Leave Credits

Any annual leave credits held by permanent employees at the time of transfer from one department to another shall be transferred to the new department.

VII. Effect of Separation on Annual Leave Credits

A. Upon voluntary separation, an employee shall be paid a lump sum for the unused portion of his/her currently accrued annual leave balance not to exceed the maximum authorized accumulation, except as modified by the rules governing resignation without sufficient notice, and unsatisfactory service separation. The terminating employee may, with the Department Head/Constitutional Officer's permission, use his/her accrued annual leave until the balance is exhausted. In this case, the employee's termination date shall be effective at the close of business on the last day of annual leave, and therefore, no compensation for annual leave will be paid out to the terminating employee.

B. A Personnel Action Notification Form (PAN) showing the last day of work as the effective date of separation will be sent to the Personnel Office. This form shall show the number of days of authorized annual leave and compensatory leave being granted to the employee for which compensation is appropriate.

VIII. Sick Leave

Sick leave is paid leave that may be granted to each permanent employee who through sickness or non-work related injury becomes incapacitated to a degree that makes it impossible for him/her to perform the duties of his/her position, would pose a threat to the health of other employees, or who is quarantined by a physician because he/she has been exposed to a contagious disease. Sick leave may also be granted to each eligible employee for medical, dental, or optical diagnosis or treatment which cannot reasonably be scheduled during non-working hours.

IX. Granting of Sick Leave

Supervisory authorities shall grant sick leave with pay to permanent employees in accordance with the following provisions:

A. Leave for sickness shall not exceed the total amount credited to an employee at the time of absence. Sick leave shall not be advanced to any employee.

B. Leave without pay may be granted for sickness extending beyond the accumulated balance.

C. Employees may use annual leave and compensatory leave credits for sick leave when sick leave credits are exhausted.

D. Each employee is required to submit a signed leave request form for the approval of their supervisor of the leave and the nature/type of sick leave desired or in the case of emergency sick leave, the duration and type of sick leave already taken, upon return to duty.

E. Sick leave shall not be donated or conveyed by one employee to another employee. However, each employee may voluntarily enroll and contribute to the County Sick Leave Bank from which eligible employees may withdraw sick days in accordance with established Personnel Procedures.

X. Use of Sick Leave for an Operation, Special Medical, Dental or Optical Treatment

An employee who has prior knowledge that he may have to use sick leave shall make application in advance of its use. Advanced approval is necessary for such situations as an operation, special medical, dental or optical treatment.

XI. Use of Sick Leave for Illness or Injury

An employee who is not able to report to work because of illness or injury shall notify his/her supervisor or other designee, or have someone else notify the supervisor prior to the normal reporting time on the first day of the absence and at such other times following the first day of his/her absence, as may be required by the employee's supervisor. An employee may be disallowed the use of sick leave or may be subject to disciplinary action if he/she fails to notify the appropriate supervisor that he/she is unable to report to work because of illness or injury within the time limits prescribed in the preceding paragraph.

XII. Written Certification of Illness or Injury of More Than Three (3) Days

Sick leave is a benefit to be used when justified and not abused or used as annual leave. An employee using three (3) or more consecutive work days on sick leave may be required to submit a certificate by a physician confirming the employee's illness or injury and his/her inability to report to work or to perform part or all of the duties and responsibilities of his/her position. If required by the responsible supervisor, an employee must submit a physician's certificate within five (5) work days in which an employee is unable to report to work. Failure to present the necessary certificates will preclude the use of the employee's sick leave.

XIII. Special Written Certification or Medical Examination

The appropriate supervisory authority may require an employee to submit a physician's certificate for illness or injury, or special medical treatment if it appears that such use of sick leave is excessive or questionable. In such cases the employee may be required to take a medical examination at the expense of the County. A responsible supervisor may also require a physician's certification that a returning employee is fit for duty and may require a County paid medical exam.

XIV. False or Fraudulent Use of Sick Leave

An appropriate supervisory authority may investigate the alleged illness of an employee absent on sick leave if it is believed that the employee is falsely or fraudulently using sick leave.

XV. Maternity Leave

Maternity leave is included under sick leave and a portion may be charged to sick leave credits. However, a pregnant employee must furnish her supervisor with:

A. A statement from her physician certifying the estimated date of birth.

B. If she and her physician conclude that she must cease working because of medical disability caused or contributed to her by pregnancy, a statement is to be furnished from her physician.

C. Additional time off prior to and/or following delivery for personal reasons and not medically required shall be charged to annual leave, compensatory leave, or leave without pay and shall be granted at the discretion of the Department Head/Constitutional Officer or immediate supervisor.

D. Following confinement, an employee may return to work not earlier than one month, except with written approval from her physician. The employee must return to work within three (3) months after confinement or she shall be terminated, unless other leave has been requested.

XVI. Crediting Sick Leave

A. Seven and one-half (7 1/2) hours of sick leave will be credited to full-time permanent employees each monthly payroll period. Full-time, temporary employees shall not be eligible to earn or accrue sick leave.

B. There will be no maximum balance of sick leave which may be accumulated by an employee.

C. Sick leave does not accrue for any pay period unless the employee is compensated for at least one-half (1/2) of the working days in that pay period.

D. Part-time, permanent employees who are required to work an established regularly schedule work week or to remain in an official work status for a specific tour of duty shall be eligible to earn and accrue pro-rated sick leave each monthly payroll period. Part-time, temporary employees shall not be eligible to earn and accrue sick leave.

XVII. Sick Leave Shall be Debited as follows:

A. The amount of sick leave to be debited shall be computed on the basis of the exact number of days or hours an employee is scheduled to work.

B. Each department shall forward to the Payroll Office in the Finance Department an approved monthly sick leave record indicating sick leave debits, credits and balances for each of their employees and approved sick leave

request forms covering all sick leave taken by department employees.

C. Sick leave shall be debited in no less than one-half (1/2) hour units.

XVIII. Effect of Promotion or Transfer on Sick Leave

An employee who is promoted or transfers from one department to another within the County service shall have his/her total sick leave balance transferred to the new position and/or department.

XIX. Effect of Separation on Sick Leave Credits

A. Upon voluntary separation, an employee, with three (3) years or more of service, shall be paid a lump sum for the unused portion of his/her currently accumulated sick leave balance on the following sliding scale:

1 - 50 days at \$20 per day
51 - 100 days at \$30 per day
101 - 150 days at \$40 per day
151 days and above at \$50 per day

B. A Personnel Action Notification Form (PAN) showing the last day of work as the effective date of separation will be sent to the Personnel Office. This form shall show the number of days of authorized sick leave being granted to the employee for which compensation is appropriate.

XX. Conversion of Sick Leave

Conversion of sick leave to annual leave shall not be permitted.

XXI. Family Illness Leave

Sick leave benefits may be granted for necessary care and attendance of all ill family members of the employee's household, such as husband, wife, children, mother, father, sister, brother, and grandparents. Up to three (3) days sick leave for any one cause may be used, but not more than a total of six (6) days may be used in a calendar year.

XXII. Use of Compensatory, Annual or Sick Leave to Supplement Workers Compensation Awards

Any employee who receives a workers compensation award for temporary total disability due to a work related illness or injury shall be paid in accordance with the award. The workers compensation act provides for payment of 66 2/3 of an employee's average weekly wage during periods of total disability. Employees with sufficient annual or sick leave may supplement this payment in accordance with the terms of this policy. In accordance with Section 65.2-509 of the Code of Virginia, 1950, as amended, no compensation shall be allowed for the first seven (7) calendar days of incapacity resulting from an injury/illness, but if incapacity extends beyond that period compensation shall commence with the eighth day of disability. If, however, such incapacity shall continue for a period of more than twenty-one (21) consecutive calendar days not including the day of injury, then compensation shall be allowed from the first day of such incapacity. A working day is defined as the employee's normal length of day, not to include overtime.

During those periods when worker's compensation is not provided, pay, if any must be charged to the employee's accrued sick leave. Employees are advised to maintain a sufficient sick leave balance to avoid leave without pay during the seven (7) calendar day waiting period. An employee who has maintained a sufficient leave balance may have the option of keeping the check from VML and being charged 1/3 of his/her sick leave for each day of incapacity, or remitting the check to the County and have 66-2/3% of sick leave restored (supplement the 66-2/3's compensation from VML) by using 1/3 day of sick leave for each day of incapacity, the employee may receive payments up to his/her annual average salary. Compensatory, then annual leave, may be used if an employee's sick leave is exhausted. An employee who sustains a work related injury or contracts a work related illness is not eligible to draw leave from the Sick Leave Bank.

XXIII. Military Leave

A. In a time of national emergency, all permanent employees, whether probationary or non-probationary, who are called to service in the Armed Forces of the United States will be considered permanent employees, and the County will bear the cost of this policy so that all employees who are called to military service be extended all fringe benefits to include the following:

1. Fauquier County will pay the employer/employee portion of the employee's health care coverage
2. Fauquier County will pay the employer/employee portion of the employee's retirement premium.
3. Fauquier County will submit an application to the Virginia Retirement System for Free Service Credit for Military Leave for employees on their return to work at the end of the leave period who have been granted official leave to serve in the Armed Forces of the United States.
4. Fauquier County will pay the employer/employee portion of the Life Insurance premium through the Virginia Retirement System.

All permanent employees who leave the competitive service to join the military forces of the United States during the time of war or other national emergency, as determined by the Board of Supervisors, or who is drafted into military service at any time, shall be placed on military leave without pay, such leave to extend through a date ninety (90) days after he/she is relieved from such service. Such employee shall

be entitled to be restored to the position he/she vacated, provided he/she makes application to the Personnel Office within ninety (90) days after the date of his/her honorable discharge, and is physically and mentally capable of performing the work of his/her position.

B. In the event a position is vacated by an employee entering the armed services no longer exists at the time he/she qualified for return to work, such person shall be entitled to be re-employed in another position of the same classification in the County service, provided such re-employment does not necessitate the laying off of another person who was appointed at an earlier date than such person returning from military leave.

C. An employee who leaves the County service directly for such military leave, without pay, may elect to be paid for any accrued annual leave or

compensatory time due him/her. If the employee elects not to be paid for such leave, the accrued leave credits shall be reinstated upon return of the employee to the County service.

D. An employee who leaves the County service directly for military leave without pay and applies for re-employment within ten (10) days after rejection or ninety (90) days after honorable discharge from military service shall have his/her former unused sick leave credits reinstated if appointment is made within one (1) year from the date of the re-application and shall receive all merit or general salary increases he/she normally would have received had he/she remained on the job.

E. During a time of non-emergency, a permanent (whether probationary or non-probationary) employee who is a member of the National Guard or an organized military reserve of the United States will be allowed a leave of absence with pay not to exceed fifteen (15) calendar days during any one calendar year to attend training camp. In the event the time of such training is optional, the time shall be designated at the discretion of the employee's supervisor. An employee is entitled to leave with full pay not to exceed one (1) day to report for a selective service physical examination. Leave for such an examination is included as part of the fifteen (15) days military leave allowed each year.

F. Requests for military leave shall be made in writing by the employee to his/her supervisor and shall be accompanied by a copy of the official leave orders. Approval of such request must be signed by the employee's supervisor and submitted to the Personnel Office within ten (10) days prior to the effective date of the leave request.

G. A member of the Virginia National Guard or Naval Militia who is absent from duty because of being called to State service under order of the Governor shall be entitled to leave of absence at full pay for the period of ordered absence.

H. Military leave shall be in addition to leave otherwise allowable.

XXIV. Leave Without Pay

An appropriate supervisory authority may grant a permanent employee leave without pay for a period not to exceed (90) calendar days. Requests for leave without pay in excess of ninety (90) days must be approved by the Board of Supervisors. All requests shall be subject to the following:

A. Leave without pay is appropriately used for unauthorized absences or authorized absences when other leave and credits are not available or appropriate.

B. Leave without pay shall be granted only when it is in the interest of the County to do so.

C. Credit toward annual leave and sick leave shall not be earned during leave without pay.

D. Leave without pay shall not constitute a break in service, but changes the merit pay increase date if the employee is absent more than thirty (30) days.

E. Failure on the part of the employee to report for duty promptly at the expiration of leave without pay may be cause for dismissal.

XXV. Holiday Leave

A. The following holidays are observed by the County as official holidays with full pay for permanent employees who are on the payroll the working day prior to the holiday:

New Year's Day	January 1
Lee-Jackson-King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Thanksgiving Friday	4th Friday in November
Winter Break	December 25

Or any other holiday designated by the Governor of Virginia or the President of the United States.

B. Special holidays may be designated by action of the Board of Supervisors as an official holiday or non-work day.

C. County Employees employed in Consolidated Finance, Consolidated Personnel, and Consolidated Support Services shall follow the thirteen legal holiday schedule for the Public Schools. To create an equitable working environment between the County Government and the School Division, County employees will be given two (2) floating holidays per calendar year in addition to their above mentioned holiday schedule. Department Heads/Constitutional Officers will coordinate the additional days of holiday with their employees so that offices are adequately staffed and service to the public is not disrupted.

D. It shall be the policy of the County to insure that all permanent employees enjoy the same number of holidays each year, regardless of the provisions of the section on granting holiday leave. The standard shall be the number of holidays in a particular year which will be celebrated by employees working a normal work-week of Monday through Friday. The working schedules of permanent employees on a work-week of other than Monday through Friday shall be arranged so that these employees celebrate no more or fewer holidays than the standard for the year.

E. Part-time permanent employees who work a minimum of 20 hours per week and have been employed for at least one (1) year, and who are regularly scheduled for work on a holiday shall be compensated for that holiday at the normal length of a work day. Part-time permanent employees who are not regularly scheduled to work on a holiday will not be compensated for that holiday.

XXVI. Granting Holiday Leave

The granting of holiday leave observed by the County shall be subject to the following provisions, unless specifically designated to the contrary:

A. Holiday on Weekend - Generally when a holiday falls on a

Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. The official holiday schedule is designated by the Board of Supervisors.

B. Holiday on Mandatory Work Day - Employees who are required to work on a holiday shall be granted appropriate compensatory time off.

C. Holiday on Scheduled Day Off - Within the policy established in this section on holiday leave, whenever one of the designated holidays falls on an employee's scheduled day off, an additional compensatory day shall be granted. (Applies only to employees who normally work on Saturday or Sunday.)

D. Holidays for Temporary, Part-Time Employees - Temporary, Part-time employees shall not be paid for holidays which fall on days for which they would be scheduled to work.

E. Holidays During Paid Leave - A holiday falling within a period of paid leave shall not be counted as a work day in computing leave charged to any employee. However, when an employee is absent on a holiday for which he/she is scheduled to work, time shall be deducted from his/her sick leave or annual leave or be charged to leave without pay or other applicable leave.

F. Holiday During Unpaid Leave - When a holiday falls within a period of leave without pay or immediately preceding or following such leave, the employee shall receive no pay for the holiday.

G. Appointment or Separation on Holiday - The appointment or separation of an employee shall not be effected on a holiday, except when the employee works that day.

XXVII. Administrative Leave

A. Administrative leave shall be such other paid leave, as authorized by a supervisory authority, subject to approval by the County Administrator. Any paid leave specifically authorized by the Board of Supervisors and not otherwise classified by these rules, shall be classified as administrative leave.

B. Illustrative examples of administrative leave include breakdown of equipment making it impossible to do assigned tasks or suspension of an employee due to investigation of a complaint.

XXVIII. Unauthorized Absence

A. An employee who is absent from duty without approval shall:

1. Receive no pay for the duration of the absence; and
2. Be subject to disciplinary action which may include dismissal.

B. It is recognized that there may be extenuating circumstances for unauthorized absence and due consideration shall be given each case by the employee's supervisor.

C. Failure of an employee to report for work at the expiration of an authorized leave or to request an extension of such leave shall be considered an absence without leave.

XXIX. Procedure for Requesting Leave

For all leave, with the exception of official holiday, emergency sick leave, and administrative leave, a request indicating the kind of leave, duration and leave dates of departure and return must be approved prior to the taking of leave. The request for leave should be submitted to the supervisor in advance of taking such leave. In the case of emergency sick leave, the leave form shall be completed and submitted for approval immediately upon the employee's return to duty.

XXX. Maintenance of Leave Records

Supervisors shall be responsible for the maintenance of accurate leave records and their monthly submission to the Payroll Office in the Finance Department. Such records shall be kept on a form prescribed by the Finance Director, who is responsible for assuring that the provisions of these rules are being followed, and for directing corrective action be taken when warranted.

XXXI. Separation Effect Upon Pay

Accrued but unexpected sick or annual leave credits shall not be deemed vested property interest until the employee has voluntarily or satisfactorily separated from County service. Consequently, no employee who is dismissed or separated for unsatisfactory services will be entitled to payment for unused sick leave credits, but may be entitled to payment for unused annual leave credits upon the approval of the employee's supervisory authority and in accordance with leave regulations and policy.

XXXII. Inclement Weather Leave Policy

Operational Procedures for Emergency Closing and Delayed Opening for Fauquier County Employees:

In the event public offices are to be closed due to inclement weather or other emergencies, the following messages (designated by color code) will be disseminated through designated media by the Superintendent of Schools. County employees should stay tuned to designated media for instructions.

For the purposes of these operational procedures, the term public offices herein refers to all county offices. In addition, the following employees are also included:

1. Consolidated Support Staff
2. Custodians

Codes:

- A. Code "Red" - All Public Offices Closed

When Code "Red" is announced, employees will be affected as follows:

1. Maintenance staff does not report - on stand by
2. Custodians do not report - on stand by
3. All office personnel do not report

- B. Code "Blue" - Public Offices Open

When Code "Blue" is announced, employees will be affected as follows:

1. Maintenance staff reports regular hours
2. Custodians report regular hours

3. Public offices report regular time, but if late no penalty. Employees inform their supervisor if late. Employee must be at work at least 4 hours or use annual leave or leave without pay.

C. Code "Green" - Delayed Opening

When Code "Green" is announced, employees will be affected as follows:

1. Maintenance staff reports regular time
2. Custodians report regular time
3. Public Offices report regular time. Employees may report late due to extenuating weather-related circumstances only with permission of their supervisor.
4. Any employee scheduled to be on leave during a delayed opening day shall be charged a full day leave for that day.

D. Early Closing

1. All employees leave at designated time unless supervisor approves earlier release.

XXXIII. Bereavement Leave

Bereavement leave may be granted to an employee in the event of the death of a member of the employee's immediate family. "Immediate family" is defined as the employee's spouse, children, parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, brother, sister, sister-in-law, brother-in-law, or in addition, any other relative living in the household of the employee. Leave taken due to death of others shall be charged to annual leave, compensatory leave, or leave without pay. Bereavement leave shall be non-chargeable and limited to four (4) consecutive days for any one incident. Required and requested additional leave may be approved and charged to annual, compensatory, leave without pay, or annual leave may be donated by one employee to another employee to be used as bereavement leave.

The donation and transfer of annual leave by one employee to another employee to be used as bereavement leave shall be subject to the following provisions:

A. Prior to submission of a formal request for transfer of annual leave, the responsible Department Head/Constitutional Officer and the Personnel Director shall review the donating and the receiving employee's leave records to ascertain the appropriateness of the request. If such review indicates a formal request is not warranted, no further action will be taken.

B. If deemed warranted, a formal request shall be submitted by the donating employee through the appropriate Department Head/Constitutional Officer, the County Administrator, and the Personnel Director for approval and certification. A copy of the completed form will be maintained in the Personnel Department and a copy will be furnished the donor. The formal request forms shall be obtained from the Personnel Department.

C. Mandatory limits shall not be established for this voluntary donation of annual leave, however, individual circumstances such as the amount of leave accrued by the donor, the probability of forfeiture, the nature of the hardship, etc. shall be considered in determining the appropriate amount to be approved for transfer.

D. Only permanent employees shall be eligible to participate in the donation and receipt of annual leave to be used as bereavement leave.

E. To be eligible to receive donations of annual leave to be used as bereavement leave would be recipients must have used all personal accruals of annual leave, sick leave and compensatory leave.

F. Department Heads/Constitutional Officers shall not be eligible to donate annual leave to or receive annual leave from their subordinate employees and employees of other departments for use as bereavement leave, except that they may donate annual leave to or receive annual leave from other Department Heads/Constitutional Officers.

G. Employees shall not be eligible to donate annual leave to their Department Heads/Constitutional Officers and supervisors, as well as other Department Heads/Constitutional Officers and supervisors.

H. To the extent that County Personnel Policy permits the use of compensatory time in lieu of annual leave, compensatory time may be treated as annual leave and subsequently donated to use as bereavement leave.

I. The donation of annual leave from one employee to another employee for use as bereavement leave shall be a voluntary act on the part of the donor, and is to be neither encouraged nor discouraged by management. It is, however, recognized as a viable means of alleviating extreme hardships that may be incurred by County employees and is to be given management's support when justified.

XXXIV. Civil Leave

An employee may use civil leave with full pay for an absence necessary to serve on a jury or attend court as a witness under a subpoena. The employee who is compensated for civil duties, as by jury or witness fee, shall be paid only the difference between such compensation and his/her regular salary for the period of absence unless the absence is charged to earned annual leave or compensatory leave. A copy of the court summons or subpoena will be submitted to the employee's supervisor and made a part of the employee's official leave record.

XXXV. Compensatory Leave/Overtime Pay

Fauquier County has made compensatory time in lieu of cash overtime payments to covered employees a condition of employment unless overtime payments are specifically authorized by the Board of Supervisors. If there is an emergency situation, the County Administrator or his designee, on a one time case by case basis, may grant overtime payment to a department if the total amount is less than \$2,500. If overtime payment is more than \$2,500, the responsible Department Head/Constitutional Officer shall submit the request for overtime payment to the Board of Supervisors' Finance Committee and subsequently to the Board of Supervisors for approval. Overtime payment may be granted to those departments who are responsible to a Board of Directors, (e.g., Parks and Recreation, Public Library and Department of Social Services) if overtime payment is approved by their Board and if the money is in the department's budget. Due to the overtime requirements and the demands of the Sheriff's Office and the Office of Emergency Services, it shall be the policy of the Board of Supervisors to grant overtime payment rather than compensatory time to personnel employed in law enforcement and public safety.

Compensatory leave is authorized in accordance with the provisions of the Fair Labor Standards Act (FLSA), as amended November 13, 1985. Refer to Policy Title: Compensatory Time/Overtime Compensation,

Section No. 49. The Department Head/Constitutional Officer must authorize the accumulation of compensatory leave and regulate the use of compensatory leave so as not to interfere with the normal work flow of the department. Compensatory leave may be used in lieu of annual leave or sick leave and should be taken as soon as possible. It is not to be accumulated for long periods. Whenever an employee accumulates 120 hours or more of compensatory time (240 hours for employees engaged in law enforcement or fire protection and activities) the Department Head and employee will develop a plan to reduce/eliminate the compensatory time hours. The County Administrator will be notified of the plan. The Personnel Director shall issue implementing instructions governing the authorization, usage and accumulation of compensatory leave, as deemed necessary by the County Administrator.

Compensatory leave is not applicable to Department Heads/Constitutional Officers or to employees who independently determine the need for extra hours or to a position in which administrative or professional responsibility for work accomplishment without regard for schedule is implicit. However, all employees may take compensatory leave if required to work on a holiday.

It is understood that employees who are basically ineligible for compensatory leave may use their discretion in taking time during the work day for personal affairs with expressed permission of their Department Head/Constitutional Officer or supervisor if they have been working a considerable amount of overtime. This, however, does not mean those employees are entitled to time off on an hour-for-hour basis.

XXXVI Reciprocal Service & Prior Credit

A permanent employee who resigns in good standing from one system (County Government or School System) and who, within one (1) year following the resignation date, becomes employed in either system will receive full credit for their prior accrued years of service for the purpose of determining leave accruals. The employee will receive full credit for any accumulated leave for which payment was not made upon resignation. Such employee will receive full seniority credit for their years of service in the prior employment. The seniority credit will not affect salary step placement.

Authorization to Adopt a Resolution for Personnel Policy Section #49,
Compensatory Time/Overtime Compensation

RESOLUTION

A RESOLUTION TO AUTHORIZE THE ADOPTION OF PERSONNEL POLICY
SECTION #49, COMPENSATORY TIME/OVERTIME COMPENSATION

WHEREAS, the Compensatory Time/Overtime Compensation Policy sets forth procedures to establish guidelines for administering compensatory time and overtime compensation and the payment for work performed in an overtime capacity; and

WHEREAS, under Fair Labor Standards Act (FLSA) (29 U.S.C. Section 207 (a)) a governmental employer must pay an employee overtime or compensatory time for hours worked in excess of 40 per week; and

WHEREAS, the overtime premium is one and one-half times the regular rate at which he/she is employed; and

WHEREAS, the compensatory time is one and one-half hours for every overtime hour worked; and

WHEREAS, under section 207(k) of the FLSA, employees engaged in fire protection or law enforcement activities with 28-consecutive day work periods are entitled to one and one-half times their regular rate of pay or compensatory time off; and

WHEREAS, elected officials, appointed employees, executive employees, administrative employees and professional employees are exempt from the FLSA regulations; now, therefore, be it,

RESOLVED, by the Fauquier County Board of Supervisors this 2nd day of December 1997, That the Compensatory Time/Overtime Compensation Policy be incorporated into the policy manuals; and, be it

RESOLVED FURTHER, That the effective date be December 1, 1997; and, be it

RESOLVED FINALLY, That the County Administrator be, and is hereby, directed to administer this policy in accordance with applicable Fauquier County policies and procedures.

PERSONNEL POLICY
FAUQUIER COUNTY GOVERNMENT/PUBLIC SCHOOLS
FAUQUIER COUNTY, VIRGINIA
Compensatory Time/Overtime Compensation

PURPOSE:

The purpose of this policy is to set forth the procedure to establish guidelines for the administration of compensatory time/overtime compensation and the payment for work performed in an overtime capacity.

SCOPE:

This policy applies to all Fauquier County and School Board employees. Under the Fair Labor Standards Act (FLSA) (29 U.S.C. Section 207(a)), an employer must pay an employee for hours worked in excess of 40 per week. The overtime premium is one and one-half times the regular rate at which he/she is employed. However, the FLSA (29 U.S.C. Section 207(k)), provides for a partial exemption for any employee of a public agency engaged in law enforcement or fire protection. Under section 207(k) of the FLSA, employees engaged in fire protection or law enforcement activities with 28-consecutive day work periods are entitled to one and one-half times their regular rate of pay if they work excess hours. For fire protection employees, overtime must be paid for hours worked beyond 212 during the 28-day work period; for law enforcement employees, working more than 171 hours during the 28-day work period triggers the overtime premium. Covered employees may accrue not more than 240 hours of compensatory time. Covered employees engaged in public safety or law enforcement activities may accrue not more than 480 hours of compensatory time. Any covered employee who accrues 240 hours or 480 hours of compensatory time off shall, for additional overtime hours of work, be paid overtime compensation at a rate of one and one-half times their rate of pay. There are five categories of employees who are not covered (exempt) by the FLSA. These employees include elected officials, appointed employees, executive employees, administrative employees and professional employees.

DEFINITIONS:

1. Exempt Status (not covered by FLSA) - This designation is assigned to all positions exempt from the requirements of the FLSA, and therefore, not eligible for overtime pay.

A. Elected Officials - Includes all officers, those elected by the people or by the governing body of the municipality or political subdivision who act in administrative capacities and are to serve for a definite term of office.

B. Appointed Employees - Includes those individuals appointed and empowered in accordance with the charter and/or by-laws of a municipality. Employees are usually appointed by the Board of Supervisors/School Board to serve in a specific responsible position and are to serve at the pleasure of the Board.

C. Executive Employees - These employees must be paid at least \$250/week on a salary basis and have as their primary duty the management of the enterprise or a customarily recognized department of a subdivision; and must customarily and regularly direct the work of two or more employees in the enterprise, department or subdivision.

D. Administrative Employees - These employees must be paid at least \$250/week on a salary basis and have as their primary duty office or non manual work directly related to the management employer. An administrative employee is required to possess knowledge of the principles, concepts policies, and objectives applicable to a program or administrative area. Although administrative work may not require education in a specialized field, it does involve skills, e.g., analytical, research, writing, and judgment typically demonstrated by substantial, responsible experience (the equivalent of a college level education), and must exercise discretion and independent judgment.

E. Professional Employees - These employees must be paid at least \$250/week on a salary basis and have as their primary duty work requiring knowledge of theory and principles of a subject matter typically gained through a college degree or comparable experience, and must consistently exercise discretion and independent judgment.

2. Non-Exempt Status (covered by FLSA) - This designation is assigned to all positions not exempt from the requirements of the FLSA and, therefore, must receive overtime pay or appropriate compensatory time off in lieu of monetary overtime compensation. The work is typically of a combination of technical knowledge, knowledge acquired through experience, and/or manual skills. The work requires a practical knowledge and is generally in support of an administrative type position or professional position. Typical classes in this status would be manual labor, clerical, assistant or technician work.

3. Work Period - The work period for determining overtime compensation for eligible (non-exempt) employees shall be a regular work week commencing Saturday, 12 midnight, and continuing for 168 consecutive hours (7 consecutive 24-hour periods) until 11:59 on the following Saturday. Exception: law enforcement and fire protection employees who come under section 207(k).

4. Overtime Hours - Overtime hours for determining overtime compensation are defined as those hours actually worked, excluding a duty free meal break, which exceeds forty (40) hours during the seven-day work week period. Exception: law enforcement and fire protection employees who come under section 207(k).

PROCEDURES:

1. Administration - The authorization and control of all overtime work is the direct responsibility of the administrative staff. Overtime assignments shall be permitted only when required by operational necessity and without which the normal operation of the department or school cannot continue. Administrators must ensure that employees do not perform unauthorized overtime hours without prior approval of their supervisor. Failure to obtain such prior approval of additional work may result in disciplinary action.

A. Approval of Compensatory Time/Overtime - All overtime shall be approved in advance by either the County Administrator or the Superintendent of Schools or designee at the request of the County Department Head/Constitutional Officer, School Principal, or designee. In case of an emergency, the supervisor in charge shall have authority to assign the overtime to relieve the emergency. In these instances, the emergency and the resulting overtime shall be reported to the County Department Head/Constitutional Officer or the appropriate school authority as soon as possible, but no later than the next working day.

B. Reporting Compensatory Time/Overtime - All non-supervisory employees are required to record the number of hours worked per day (including overtime/compensatory time) on time sheets. Employees will report to work, return to work, or remain at work on an overtime basis only when specifically authorized to do so by their immediate supervisor.

C. Responsibility of Supervisors - Administrators and supervisory personnel are responsible for ensuring that time sheets are completed and retained and that the number of hours recorded is accurate and in compliance with this policy and the Fair

Labor Standards Act. Time sheets are to be retained for five years from the end of the fiscal year in which the last entry was made or until audited.

2. Compensatory Time - Compensatory time shall be granted to eligible employees at a rate of one and one-half hours for each hour of overtime employment in excess of forty (40) hours. An employee engaged in such work may accrue not more than 240 hours of compensatory time (annually during a calendar year) for overtime worked (exception: law enforcement and fire protection employees may accrue not more than 480 hours of compensatory time annually). An employee who has accrued compensatory time off, and who has requested the use of such compensatory time, shall be permitted by the administration to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operations of the County Government/School Division.

3. Overtime Compensation - Any non-exempt employee who works in excess of 40 hours in a work week, shall be paid no less than one and one-half times his/her regular rate of pay (exception: law enforcement and fire protection employees who come under section 270(k)). In determining the eligibility for overtime compensation at the time and one-half rate, hours not actually worked will be excluded. Examples of exclusions from the computation of the time and one-half rate are, but are not limited to: annual leave, sick leave, civil leave, holiday leave, and suspension. Overtime worked amounting to less than one quarter hour on a regular work day shall not be compensated. Overtime work amounting to sixteen minutes or more shall be compensated to the nearest half hour. Overtime compensation shall not be waived by any agreement between the Board of Supervisors/School Board and its eligible employees.

4. Dual Positions - an employee shall devote his/her primary attention to the requirements of the full-time position. Employees shall only be employed in one Board of Supervisors/School Board position with one exception: if the employee's work hours are less than forty (40) in a seven day period, that employee will be permitted to work at a part-time position for any additional hours until the total hours of both positions reach forty (40) hours. The assignment of a second position with the County/School system shall be prohibited if the maximum is more than forty (40) hours for both positions inclusive.

5. Voluntary Services - The volunteering of services by the employee as a "non paid" volunteer to perform the same type of work that is performed as a "paid" employee shall be prohibited. The determination of whether the two types of work are the same shall be made by the County Administrator/Superintendent or a designee. It shall be the employee's responsibility to notify his/her supervisor prior to volunteering his/her services for any Board of Supervisors/School Board activity.

6. Promotion - Any non-exempt employee who is promoted to an exempt position and who has accrued authorized compensatory time shall be paid for the unused compensatory time at a rate of one and one-half times their rate of pay, prior to exempt status, when the promotion is effective.

7. Termination of Employment - An employee who has accrued authorized compensatory time upon termination of employment, shall be paid for the unused compensatory time.

Authorization to Revise Personnel Policy, Section #48, Bloodborne Pathogens

RESOLUTION

A RESOLUTION TO AUTHORIZE THE REVISIONS TO PERSONNEL POLICY,
SECTION #48, BLOODBORNE PATHOGENS

WHEREAS, on January 1, 1997, the Board of Supervisors approved the resolution which established the Bloodborne Pathogens Policy; and

WHEREAS, to remain in compliance with the Occupational Safety and Health Administration/Virginia Occupational Safety and Health (OSHA/VOSH) Bloodborne Pathogens Standards certain revisions must be made; and

WHEREAS, the local health director must be contacted for an immediate investigation when an employee is involved in a possible exposure-prone incident; and

WHEREAS, all findings are to remain confidential; and

WHEREAS, training dealing with diseases subject to regulations promulgated by the Safety and Health Codes Board of the Virginia Occupational Safety and Health program must be given to all appropriate personnel; now, therefore, be it,

RESOLVED, by the Fauquier County Board of Supervisors this 2nd day of December, That the revisions made in Personnel Policy, Section #48 Bloodborne Pathogens be, and are hereby, approved; and, be it

RESOLVED FURTHER, That the effective date of these revisions be December 1, 1997; and, be it

RESOLVED FINALLY, That the County Administrator be, and is hereby, directed to administer this revised policy and changes in accordance with applicable Fauquier County Government policies and procedures.

PERSONNEL POLICY

Fauquier County Government/Public Schools

Fauquier County, VA

Bloodborne Pathogens

Purpose

This policy has been established in order to minimize and to prevent, when possible, the exposure of employees to disease-causing microorganisms transmitted through human blood, and as a means of complying with the OSHA/VOSH Bloodborne Pathogens Standard.

Scope

All Fauquier County/School departments, schools or agencies who have employees in job categories where it is reasonably anticipated that they will have skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials are covered under this policy. Exposure determination shall be made without regard to the use of personal protective equipment.

Definitions

Blood - Human blood, human blood components and products made from human blood.

Bloodborne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Sharps - Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination - The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls - Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities - A facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

HBV - Hepatitis B virus.

HIV - Human immunodeficiency virus.

Occupational Exposure - Reasonably anticipated skin, eye mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Parenteral - Piercing mucous membranes of the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment - Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Other Potentially Infectious Materials

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

3. HIV - containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.

Responsibility and Authority

The County Administrator/Superintendent of Schools or designee has oversight responsibility for monitoring agency compliance with the provisions of the Bloodborne Pathogen Policy.

This policy shall be reviewed at least annually and updated as necessary by the Department of Personnel.

The Department Head/Constitutional Officer, School Principal or designee has the responsibility to determine if employees in his/her department, school or agency have exposure to bloodborne pathogens and assure development of and compliance with a specific plan consistent with elements of the OSHA/VOSH standard outlined in this policy. It is the responsibility of each Department Head/Constitutional Officer, School Principal or designee covered under this policy to implement all aspects of this plan (i.e., written exposure control plan, employee training, vaccination, etc.).

List of Departments with Exposure

The following departments to date have been identified as having job categories with potential exposure:

- Sheriff's Office
- Parks and Recreation
- Office of Emergency Services
- Department of Social Services
- Fauquier County Public Schools

Maintenance of Records

The Department of Personnel shall maintain all employee medical records pertaining to this policy. Affected departments, schools or agencies shall be responsible for forwarding employee medical records to the Department of Personnel, and may retain a copy for internal records.

Confidentiality of these records shall be assured consistent with recordkeeping procedures of the OSHA/VOSH Standard as outlined in this policy.

Declination Statement

Any exposed employee who declines medical diagnostic testing or medical treatment offered by the County/School related to exposures governed by this standard, including the hepatitis B vaccination, shall be required to sign a declination statement.

Elements of the OSHA/VOSH Standard and Policy Guidelines

Outlined below is a summary of the Bloodborne Pathogens standard and guidelines to be used as a minimum by departments, schools or agencies when developing a more specific exposure control plan.

The basic components of the Bloodborne Pathogens Policy include:

1. Exposure Determination
2. Methods of Compliance
3. Hepatitis B Vaccination Policy
4. Procedures for Evaluation and Follow-up of Exposure Incidents
5. Employee Training
6. Record Keeping Procedures

1. Exposure Determination

All job categories in which it is reasonable to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials will be included in this exposure control plan. Specific positions must be identified in the plan. In addition, job classifications in which some employees may have occupational exposure are also to be identified. Since not all the employees in these categories are expected to incur exposure to blood or other potentially infectious materials, the tasks or procedures that would cause these employees to have occupational exposure must also be listed.

2. Methods of Compliance

A. Universal Precautions - All blood and other potentially infectious materials shall be handled as if contaminated by a bloodborne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

B. Engineering and work practice controls - Shall be used and specifically identified to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

The above controls shall be maintained and reviewed annually.

C. Handwashing and Other General Hygiene Measures - Handwashing is a primary infection control measure. Appropriate handwashing must be diligently practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. Whenever other skin or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and mucous membranes shall be flushed with water, as soon as possible. If soap and water are not readily available, antiseptic hand cleanser used in conjunction with clean cloth/paper towels or antiseptic towelettes shall be used. When these alternatives are used, hands shall be washed with soap and water as soon as feasible. Disposal of paper towels and towelettes will be incorporated into each agency plan.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.

Use of the mouth for pipetting or suctioning of blood or other potentially infectious materials is prohibited.

Employees shall use practices to minimize splashing, spraying, spattering, and generation of droplets during procedures involving blood or other potentially infectious materials. The prescribed practices must be listed and discussed in the plan.

D. Sharps Management - Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.

Sharps containers must be closeable, puncture resistant, labeled or color-coded, and leakproof on sides and bottom, and maintained upright throughout use. Containers are to be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or found. Contaminated disposable sharps shall be discarded, as soon as possible after use, in the disposable sharps container. Contaminated broken glass is also to be placed in disposable sharps containers.

Overfilling of sharps containers creates a hazard when needles protrude from openings. Nearly full containers must be promptly disposed of and replaced. The individual or position responsible for maintaining sharps containers must be identified.

E. Precautions in Handling Specimens - Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping. The container must be closed before being stored, transported, or shipped. A description of the containers and their locations must be included in the plan.

Containers must be labeled/color-coded if they go out of the facility (labeling must also be used in-house) if all specimens are not handled using universal precautions. An explanation must be provided describing the labeling/color-coded procedures in use or alternatively that the labeling exemption is in effect.

If outside contamination of the primary container occurs, or if the specimen could

puncture the primary container, the primary container shall be placed within a secondary container which prevents leakage, and/or resists puncture during handling, storage, transport, or shipping. A description of the containers used for this purpose and an explanation of where they are located and accessed must be included in the plan.

F. Management of Contaminated Equipment - Assess equipment for contamination, and decontaminate if possible, before servicing or shipping. Equipment which has not been fully decontaminated must have a label attached with information about which parts remain contaminated. The individual or position responsible for assessing and decontaminating equipment must be identified, as well as the decontaminating procedure to be followed.

G. Personal Protective Equipment - All personal protective equipment will be provided, repaired, cleaned, and disposed of by the County/School at no cost to employees. Employees shall wear personal protective equipment when doing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes is anticipated. The articles to be worn will depend on the expected exposure. Gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks shall be made available. A variety of sizes must also be kept in stock. Employees who have allergies to regular gloves may obtain hypoallergenic gloves. Procedures requiring personal protective equipment and the type of protection to be used must be identified. In addition, procedures explaining how clothing will be provided, where it can be obtained, and who is responsible for distribution must be included in the plan.

If a garment is penetrated by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a designated container for laundering or disposal. All personal protective equipment shall be removed before leaving the work area; it shall be placed in assigned containers for storage, washing, decontamination or disposal. Employees must be informed where to put contaminated garments and other personal protective equipment upon leaving the work area.

H. Protection for Hands - Gloves shall be worn at all times in the following situations:

When it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin.

When performing vascular access procedures.

When handling or touching contaminated items or surfaces.

Disposable Gloves:

Replace as soon as feasible when gloves are contaminated, torn, punctured, or when their ability to function as a barrier is compromised. Do not wash or decontaminate single use gloves for re-use.

Utility Gloves:

Decontaminate for re-use if the gloves are in good condition. Discard when gloves are cracked, peeling, torn, punctured or show signs of deterioration (whenever their ability to act as a barrier is compromised).

I. Protection for Eyes, Nose and Mouth

Employees shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin length face shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

J. Housekeeping - The workplace will be maintained in a clean and sanitary condition. A written housekeeping procedure guide, which gives the appropriate methods and frequency of decontamination based upon the location within the facility, type or surface to be cleaned, type of soil present, and tasks or procedures being performed, must be followed, the location of the guide must be included in the plan, as well as a list of the germicides which will be used, such as bleach solution or EPA registered germicides.

K. Equipment and Environmental Working Surfaces - Clean contaminated work surfaces with appropriate disinfectant after completing the procedure, immediately or as soon as feasible when contaminated or after any spill of blood or other potentially infectious materials (OPIM), and at the end of the work shift if the surface may have become contaminated since the last cleaning.

Remove and replace protective coverings (e.g., plastic wrap, aluminum foil, etc.) over equipment and environmental surfaces as soon as feasible when contaminated or at the end of the work shift if they may have been contaminated.

Regularly inspect/decontaminate all reusable bins, pails, cans, and similar receptacles which may become contaminated with blood or OPIM. If these articles become visibly contaminated, they should be decontaminated immediately or as soon as feasible. The frequency of the inspection/decontamination and the position or person responsible must be identified.

L. Special Sharps Precautions - Clean up broken glass which may be contaminated using mechanical means such as a brush and dust pan, tongs, or forceps. The employee is not to pick up directly with his/her hands.

Reusable containers are not to be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of percutaneous injury. The employee is not to reach by hand into a container which stores reusable contaminated sharps.

M. Regulated Waste - Includes:

Liquid or semi-liquid blood or other potentially infectious materials.

Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.

Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.

Contaminated sharps.

Pathological and microbiological wastes containing blood or other potentially infectious materials.

N. Waste Containers - Any of the substances above must be placed in containers which are closeable, constructed to contain all contents and prevent

leakage of fluids during handling, storage, transport or shipping.

Containers will be red in color or designated by a biohazard label. Regulated waste that has been decontaminated need not be labeled or color-coded.

Containers must be closed prior to moving or removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. If the outside of the container becomes contaminated, it is to be placed in a second container which must have the same characteristics as the initial container as discussed above. The disposal method of the waste containers must be described in detail.

O. Laundry - Employees who handle contaminated laundry are to wear protective gloves and other appropriate personal protective equipment.

Contaminated laundry shall be handled as little as possible with a minimum of agitation. The employee is not to rinse/sort laundry in location of use. The employee is to place contaminated laundry in a container/bag where it was used. Wet contaminated laundry which may soak through or cause leakage from bag or container shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

Bags/containers must be identified by the color red or by biohazard label.

P. Communication of Hazards to Employees - Employees will be informed of hazards through a system of labeling or color-coding, as well as an annual training program.

Warning labels will be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport, or ship blood or other potentially infectious materials. Contaminated equipment shall also be labeled in this manner. Information about the portions of the equipment that remain contaminated shall be added to the label.

Labels shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color. The label is either to be an integral part of the container or affixed as close as feasible to the container by a method which prevents loss or unintentional removal of the label. The label shall have the biohazard symbol.

Red bags or red containers may be substituted for the warning label.

The labels/color-coding described here is not required in the following instances:

When containers of blood, blood components, or blood products are labeled as to their contents and have been released for transfusion or other clinical use.

When individual containers of blood or other potentially infectious materials are placed in labeled containers during storage, transport, shipment or disposal.

When regulated waste has been decontaminated.

3. Hepatitis B Vaccination Policy

All employees who have been identified as having occupational exposure to bloodborne pathogens will be offered the Hepatitis B vaccination series at no cost to them. In addition, these employees will be offered post-exposure

evaluation and follow-up at no cost should they experience an exposure incident on the job.

All medical evaluations and procedures including the Hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and place. This medical care will be performed by or under the supervision of a licensed physician, physician's assistant, or nurse practitioner. Medical care and vaccination series will be according to the most current recommendations of the U.S. Public Health Service. A copy of the bloodborne pathogens standard will be provided to the healthcare professional responsible for the employee's Hepatitis B vaccination.

All laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

The vaccination is a series of three injections. The second injection is given one month from the initial injection. The final dose is given six months from the initial dose. At this time a routine booster is not recommended, but if the U. S. Public Health Service, at some future date recommends a booster, it will also be made available to exposed employees at no cost.

The vaccination will be made available to the employees after they have attended training on bloodborne pathogens and within ten (10) working days of initial assignment to a job category with exposure. The vaccination series will not be made available to employees who have previously received the complete hepatitis B vaccination series; to any who have immunity as demonstrated through antibody testing; or to any employee for whom the vaccine is medically contraindicated.

Any exposed employee who chooses not to take the Hepatitis B vaccination will be required to sign a declination statement.

4. Procedures for Evaluation and Follow-Up of Exposure Incident

An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employees who experience an exposure incident must immediately report their exposure to their supervisor. When an employee reports an exposure incident, he/she will be asked to complete a Fauquier County post exposure report form and immediately be offered a confidential medical evaluation and follow-up including the following elements:

Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

Identification and documentation of the source individual unless identification is not feasible.

If the infectivity status of the source individual is unknown, the individual's blood will be tested as soon as feasible after consent is obtained. The County's health care provider will contact the source individual and after a thorough discussion, request their cooperation in submitting to a blood test by asking them to complete the Fauquier County "Consent/Non-Consent to Collect and Test Blood Form. If the source individual's blood is available, and the individual's consent is not required by law, the blood shall be tested and the results documented. The

exposed employee will be informed of the results of the source individual's testing.

The exposed employee's blood shall be collected as soon as feasible after consent is obtained, and tested for HBV, HCV and HIV serological status. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If, within ninety (90) days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible. The exposed employee will be offered post-exposure prophylaxis, when medically indicated, as recommended by the U. S. Public Health Service. The exposed employee will be offered counseling and medical evaluation of any reported illness.

The following information will be provided to the healthcare professional evaluating an employee after an exposure:

A copy of 1910.1030 bloodborne pathogens standard.

A description of the exposed employee's duties as they relate to the exposure incident.

The documentation of the route(s) of exposure and the circumstances under which the exposure occurs.

Results of the source individual's blood testing, if available.

All medical records relevant to the appropriate treatment of the employee including vaccination status.

A copy of the evaluating healthcare professional's written opinion shall be provided to the employee within fifteen (15) days of the completion of the evaluation. The written opinion will be limited to the following information:

The employee has been informed of the results of the evaluation. The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

The employee has been advised to receive a Hepatitis B vaccination and whether this recommendation has been accepted or refused.

Note: All other findings shall remain confidential and shall not be included in the written report.

Upon request from a school employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student, the Superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him/her, regarding how the employee can reduce any risks from such exposure.

The Superintendent shall share these recommendations with the school employee.

The Superintendent and the school employee shall not divulge any information provided by the local health director regarding the student and/or employee

involved. The information provided by the local health director shall be subject to any applicable confidentiality requirement set forth in the code of Virginia.

5. Employee Training

Employees will be trained regarding bloodborne pathogens at the time of initial assignment to tasks where exposure may occur and annually, during work hours. Additional training will be provided whenever there are changes in tasks or procedures which affect employee occupational exposure. This training will be limited to the new exposure situation.

The training approach will be tailored to the educational level, literacy and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer. The name of the person or position responsible for arranging and/or conducting training must be listed in the plan.

The following content will be included:

Explanation of the bloodborne pathogens standard.

General explanation of the epidemiology, modes of transmission and symptoms of bloodborne diseases.

Explanation of exposure control plan and how it will be implemented.

Procedures which may expose employees to blood or other potentially infectious materials.

Control methods that will be used at this facility to prevent or reduce the risk of exposure to blood or other potentially infectious materials.

Types of personal protective equipment to be made available to employees and its location.

Explanation for the basis for selection of personal protective equipment.

Proper use and disposal of personal protective equipment.

Information on the Hepatitis B vaccination program including the benefits and safety of vaccination.

Information on procedures to use in an emergency involving blood or other potentially infectious materials.

What procedures to follow if an exposure incident occurs.

Explanation of post-exposure evaluation and follow-up procedures.

An explanation of warning labels and/or color coding.

An explanation of recordkeeping procedures and associated confidentiality requirement.

All School personnel having direct contact with students shall receive appropriate training in the etiology, prevention, transmission modes, and effects of blood-borne pathogens, specifically, hepatitis B and human immunodeficiency viruses or any other infections that are the subject of regulations promulgated by the Safety and Health Codes Board of the Virginia Occupational Safety and Health Program.

Recordkeeping Procedures

The following procedures should be in place for maintaining both medical and training records.

Medical Records

A medical record will be established and maintained for each employee with exposure. The record shall be maintained for the duration of employment plus thirty (30) years in accordance with 29 CFR 1910.20. The name or position responsible for maintaining medical records must be identified.

The record shall include the following:

Name and social security number of the employee.

A copy of the employee's Hepatitis B vaccination status with dates of Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccinations.

A copy of examination results, medical testing, and any follow-up procedures.

A copy of the healthcare professional's written opinion.

A copy of the information provided to the healthcare professional who evaluates the employee for suitability to receive Hepatitis B vaccination prophylactically and/or after an exposure incident.

Confidentiality of Medical Records

The record shall be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation. Employee medical records required under 1910.1030 shall be provided upon request for examination and copying to the subject employee and to the Commissioner of the Virginia Department of Labor and Industry in accordance with CFR 1910.20.

Training Records

Training records shall be maintained for three (3) years from the date on which the training occurred.

The following information shall be included:

Dates of training sessions.

Contents or a summary of the training sessions.

Name and qualifications of the trainer(s).

Name and job title of all persons attending.

Training records shall be provided upon request for examination and copying to employees, employee representatives, and to the Commissioner of the Virginia Department of Labor and Industry in accordance with 29 CFR 1910.20.

An employee may obtain a copy of this policy within fifteen (15) days of his/her request by contacting the Department of Personnel or in the event of an immediate need where the employee's department is required to follow the guidelines of this policy, by contacting his/her immediate supervisor.

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

POST EXPOSURE EVALUATION AND FOLLOW-UP
HEPATITIS B VACCINE

DECLINATION

I understand that I may be at risk for acquiring serious disease(s) due to my occupational exposure to blood or other potentially infectious materials. I have been given the opportunity for post exposure evaluation and follow-up, at no charge to myself. I decline these services at this time. I understand that by declining these services, I continue to be at risk of acquiring a serious disease(s). If in the future I have an occupational exposure to blood or other potentially infectious materials and I want to receive post exposure evaluation and follow-up, I can receive these services at no charge to me.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge. I decline Hepatitis B vaccination at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccine series at no charge.

Employee's Signature

Date

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
POST EXPOSURE REPORT FORM

(To Be Completed by Employee at the Time of Incident)

Exposed Employee Information:

Name: _____ Position: _____

SSN: _____ Phone (H): _____

Address: _____

City: _____ State _____ Zip _____

Incident Information:

Case No.: _____ Work Week (hrs.) _____

Location:
_____Type of Incident:

Exposure Description:

Date of Exposure: _____ Time of Exposure: _____

1. What Body Fluid(s) Were You In Contact With?

Blood: _____	Feces: _____	Saliva: _____	Spit: _____
Sweat: _____	Tears: _____	Urine: _____	Vomit: _____

Other (Describe):

2. What was the Method of Contact?

_____ Needlestick with contaminated needle

_____ Blood or Body Fluids Into Natural Body Openings (Nose, Mouth, Eyes

_____ Blood or Body Fluids Into Cut, Wound, Sores, or Rashes Less Than
24 hrs.oldPlease Specify:
__________ Other (Describe
Specifically): _____
_____3. How Did The Exposure Occur (Please Be Specific)?

_____4. What Action Was Taken In Response To The Contamination?

_____5. What Personal Protective Equipment Was Being Used At The Time of
Exposure?

6. Please Describe Any Other Information Related To The Incident:

Medical Information:

1. Did You Seek Medical Attention? _____ Date: _____
Where?

2. Did You Contact Your Supervisor? _____ Date/Time: _____
Name of Supervisor:

Source of Exposure:

Name of Source Individual: _____ Sex: _____

Source Individual's Phone No. (H): _____ (W): _____

Source Individual's Address:

Receiving Health Care Facility:

Transported By:

Source Individual's Physician:

Employee's Signature

Date

Supervisor's Signature

Date

FAUQUIER COUNTY GOVERNMENT/PUBLIC SCHOOLS

CONSENT/NON-CONSENT TO COLLECT AND TEST BLOOD

I, _____, have been advised by _____, a Health Care Provider who has been designated by the Fauquier County government/Public Schools to have a blood test to detect the presence of antibodies to the Human Immunodeficiency Virus (HIV), the virus that causes Acquired Immunodeficiency Syndrome (AIDS). I understand that the blood tests for the virus which is the probable cause of AIDS are not 100% accurate and that these blood tests sometimes produce false positive or false negative tests. I have been informed that a positive test will necessitate further testing to confirm the results. I further understand that the presence of antibodies means that a person probably has been exposed to and infected with the AIDS virus, but does not necessarily mean that a person will develop AIDS.

Check appropriate space(s) below:

_____ A. I hereby authorize a licensed health care provider designated by Fauquier County Government/Public Schools to take a blood sample and perform all necessary medical tests on that sample to determine the presence, if any, of:

_____ hepatitis B, virus (HBV)
 _____ hepatitis C virus (HCV)
 _____ human Immunodeficiency virus (HIV)

_____ B. I do not consent to the collection or testing of blood for purposes of determining the presence, if any, of the hepatitis B virus (HBV), hepatitis C virus (HCV) and/or human Immunodeficiency virus (HIV).

I further acknowledge that, before making this election, I received, and had an opportunity to review information explaining the basic nature of the test(s) to be performed, the benefits and risks of testing, and confidentiality issues.

I understand that the results of any testing will be made available to the exposed employee as required by Federal and State laws and that these documents are considered confidential by the Fauquier County Government/Public Schools. I have been further advised that all costs associated with this testing will be borne by the Fauquier County Government/Public Schools.

 Date

 Signature

A Resolution to Authorize Filling Vacant County Funded Positions During the Hiring Freeze

RESOLUTION

A RESOLUTION TO AUTHORIZE FILLING ALL VACANT COUNTY FUNDED POSITIONS DURING A HIRING FREEZE

WHEREAS, on October 21, 1997, the Board of Supervisors approved a hiring freeze for all County funded positions, in an effort to create a dollar savings impact on FY98 and FY99 budgets; and

WHEREAS, the Board of Supervisors established a process for re-filling critical positions by requesting departments to present proper justification and budget implications to the Personnel Committee and the Finance Committee prior to approval of the Board of Supervisors; and

WHEREAS, the County Administrator has reviewed all vacant positions and made appropriate recommendations; and

WHEREAS, the established process was followed with favorable recommendations from both committees for the listed positions:

1 Benefits Technician - Personnel Department
1 Children's Librarian - Public Library
1 Firefighter/Paramedic - Office of Emergency Services
1 Social Services Program Policy Manager- Department of Social Services
1 Social Services Resource & Budget Manager - Department of Social Services
1 Social Services Case Manager
1 Sergeant (Overfilling) - Sheriff's Department;
now, therefore, be it

RESOLVED, by the Fauquier County Board of Supervisors this 2nd day of December, That these vacancies are approved for filling; and, be it

RESOLVED FURTHER, That the effective date of this approval be December 1, 1997.

FY 1998 Budget Transfers and Supplemental Appropriations

RESOLUTION

A RESOLUTION TO TRANSFER & APPROPRIATE FUNDS

WHEREAS, the Board of Supervisors is charged by the Code of Virginia with the preparation of an annual budget for Fauquier County; and

WHEREAS, this annual budget is a plan of how funds received by the County will be used to meet the needs of the citizens of the County; and

WHEREAS, during the course of the fiscal year certain events occur which necessitate changing the budget plan by increasing a department's total budget; and

WHEREAS, funds needed to increase a department's budget must come from internal adjustments or from an outside source such as State, Federal, grant or other local sources such as the County's Reserve for Contingency; and

WHEREAS, the County School Division has requested that the Carl Perkins Federal Vocational Grant in the amount of \$49,968 be appropriated; and

WHEREAS, the Information Resource Department has requested the transfer of \$67,000 identified from other County Departments be used for the base County computer network infrastructure; and

WHEREAS, proper justification for these actions has been presented to the Finance Committee; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 2nd day of December 1997, That the sum of \$116,968 be transferred or appropriated, and

hereby approved as follows:

FROM Source Code Amount	TO Department Code Amount
Federal Grant	Schools
3-205-332000-0033	4-205-61100-6013-300-005-480
\$49,968	4-205-61100-8200-300-005-480
	\$10,000
	\$39,968
Finance Department	Information Resource Department
Support Service	4-100-12511-8207
County Attorney	\$67,000
CIP	
4-210-12421-5530 \$800	
4-210-12421-5540 \$1,000	
4-210-12423-1201 \$5,000	
4-210-12425-5530 \$200	
4-210-12425-5540 \$2,000	
4-210-12426-3120 \$5,000	
4-210-12426-5530 \$1,000	
4-210-12426-5540 \$1,000	
4-210-43413-3161 \$7,000	
4-100-12210-3150 \$5,000	
4-302-94107-8212 \$39,000	
Total	Total
\$116,968	\$116,968

ELMORE/HUFFMAN COMPREHENSIVE PLAN AMENDMENT

A public hearing was held at the April 15, 1997 meeting to consider a Comprehensive Plan amendment for George and Helen Elmore and Marjorie Huffman on 17.5 acres from high density residential to commercial shopping center. The property is located on the west side of Lee Highway (Routes 15/29) between the Virginia Department of Transportation Commuter Parking lot and Airlie Road (Route 605). Mr. Brumfield moved to adopt the following resolution denying the request. Mr. Weeks seconded, and the vote for the motion was 3 to 2 as follows:

Ayes: Mr. James G. Brumfield; Mr. James R. Green, Jr.; Mr. Larry L. Weeks
 Nays: Mr. David C. Mangum; Mr. Wilbur W. Burton
 Absent During Vote: None
 Abstention: None

RESOLUTION

A RESOLUTION TO DENY COMPREHENSIVE PLAN
 AMENDMENT TO THE WARRENTON SERVICE DISTRICT MAP,
 #CPA97-C-07, GEORGE AND HELEN ELMORE AND
 MARJORIE HUFFMAN PROPERTIES

WHEREAS, George and Helen Elmore and Marjorie Huffman, et als, have filed an application to amend the Comprehensive Plan map for the Warrenton Service District by changing the designation of 17.5 acres (two parcels) from high density residential to commercial shopping center; and

WHEREAS, a review of the land use plan for this general area reveals that there are no other lands in the immediate area designated for commercial uses; and

WHEREAS, the introduction of an isolated commercial shopping center designation would not set a sound planning precedent; and

WHEREAS, there are unresolved public utilities and transportation issues related with this request; and

WHEREAS, the Fauquier County Planning Commission held a public hearing on March 17, 1997, regarding this Comprehensive Plan amendment and recommended by a vote of 4-0 with one abstention; and

WHEREAS, the Board of Supervisors on April 15, 1997, held a public hearing on this Comprehensive Plan amendment; and

WHEREAS, the Board of Supervisors remanded this request back to the Planning Commission for additional review; and

WHEREAS, the Planning Commission at its meeting on September 25, 1997, again recommended denial of this proposed amendment to the Comprehensive Plan; and

WHEREAS, the Board of Supervisors has determined that the public necessity, convenience, general welfare, or good planning practice would not be satisfied by this amendment to the Fauquier County Comprehensive Plan; now, therefore, be it

RESOLVED, by the Fauquier County Board of Supervisors this 2nd day of December 1997, That Comprehensive Plan Amendment #CPA97-C-07 to change the land use designation for 17.5 acres on Lee Highway (Route 15/29) and further identified as PIN #6995-23-0001-000 and #6995-23-3305-000, from high density residential to commercial shopping center be, and is hereby, denied.

REQUEST FOR ASSISTANCE FOR A SPECIAL EDUCATION NEED

Mr. Green moved to adopt a resolution to transfer \$10,000 from the Reserve for Contingency to the Rappahannock-Rapidan Community Services Board to provide additional funding so that Angela Pendleton could participate in the Didlake program. Mr. Weeks seconded, and the vote for the motion was 4 to 1 as follows:

Ayes: Mr. James R. Green, Jr.

Nays: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur W. Burton; Mr. Larry L. Weeks

Absent During Vote: None

Abstention: None

The Board of Supervisors asked Mr. Lee to contact the Rappahannock-Rapidan Community Services Board and request that assistance for another position in the Didlake Program be considered in the present budget.

REQUEST FOR WAIVER OF THE TEN-YEAR FAMILY TRANSFER
PROVISION - LAWRENCE JOHN KLECZ

Robert M. Miller, representing Lawrence John Klecz, requested the Board of Supervisors consider a waiver of the ten-year family transfer provision. Mr. Klecz is requesting the waiver due to a special family situation that is causing a hardship. Mr. Green moved to table the decision until the December 16, 1997 meeting. Mr. Burton seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur
W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks

Nays: None

Absent During Vote: None

Abstention: None

FY 1998 BUDGET ADJUSTMENTS

Mr. Burton moved to adopt a resolution offsetting the projected revenue shortfall with the deletion of the CIP portion. After discussion, Mr. Burton withdrew the motion.

Mr. Weeks then moved to adopt the following resolution. Mr. Mangum seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur
W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks

Nays: None

Absent During Vote: None

Abstention: None

RESOLUTION (FY 98)

A RESOLUTION TO TAKE THE NECESSARY ACTION TO OFFSET A
PROJECTED \$1,763,000 REVENUE SHORTFALL

WHEREAS, the Board of Supervisors is charged by the Code of Virginia with the preparation of an annual budget for Fauquier County; and

WHEREAS, this annual budget is a plan of how funds received by the County will be used to meet the needs of the citizens of the County; and

WHEREAS, during a detailed analysis of the FY1998 budget it was determined that the FY 1998 Budget had a projected revenue shortfall \$1,763,000; and

WHEREAS, the following summary of adjustments were identified to offset the projected revenue shortfall;

Revenue:

FY 1997 Fund Balance	\$123,548
TRIGON Stock Sale Proceed	379,190
Health Insurance Pool Residual	113,873

Expenditures:

Hiring Freeze Savings	150,000
County Operational Reductions	406,100
FY 1998 Non-Salary Fund Balance	100,000
Capital Improvement Program as needed	527,289; and,

WHEREAS, the \$250,000 adjustments concerning the Hiring Freeze and FY 1998 Non-Salary Fund Balance are estimated savings and the use of \$527,289 in Capital Improvement Program funds would be on an "as needed basis"; and

WHEREAS, the \$1,022,711 in adjustments concerning the FY 1997 Fund Balance, TRIGON Stock Sale Proceeds, Health Insurance Pool Residual, and County Operational Reductions are specific and can be aligned immediately to support a portion of budget shortfall; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 2nd day of December 1997, That \$527,289 in FY 1998 CIP funding be specifically identified by project as a contingency to be used as necessary to offset the FY 1998 budget shortfall and the sum of \$1,022,711 be transferred to revenue or expenditure reserve accounts as appropriate to support the shortfall, and hereby approved as follows:

FROM Source Code Amount	TO Department Code Amount
FY 1997 Fund Balance (Prior Year) 3-100-419000-100 \$123,548	Current Fund Balance 3-100-415000-0607 \$123,548
Health Insurance Pool Residual 4-607-93100-9100 \$113,873	Transfer From Health Insurance Fund 3-100-415000-0607 \$113,873
TRIGON Stock Option 4-607-93100-9100 \$379,190	Transfer From Health Insurance Fund 3-100-415000-0607 \$379,190
Board of Supervisors 4-100-11010-5821 \$500	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$500
Board of Supervisors 4-100-11010-5822 \$500	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$500
Board of Supervisors 4-100-11010-5823 \$500	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$500
Board of Supervisors 4-100-11010-5824 \$500	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$500

County Administration 4-100-12110-5540 \$1,500	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$1,500
County Attorney 4-100-12210-1101 \$38,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$38,000
Geographic Information Systems 4-100-12510-1302 \$600	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$600
Sheriff 4-100-31200-1101 \$25,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$25,000
Social Services 4-100-53110-6043 \$152,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$152,000
Economic Development 4-100-81500-3170 \$75,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$75,000
Contributions to Community Organizations Bright Stars 4-100-81600-5641 \$52,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$52,000
Agriculture Development 4-100-81800-1101 \$5,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$5,000
Reserve for Economic Development 4-100-91400-9621 \$50,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$50,000
Reserve for Training 4-100-91400-9626 \$5,000	FY 1998 Budget Shortfall Offset 4-100-091400-9623 \$5,000
Total 1,022,711	Total 1,022,711

A RESOLUTION DIRECTING THE UPDATE OF THE NEW BALTIMORE
SERVICE DISTRICT PLAN

Mr. Weeks moved to adopt the following resolution. Mr. Brumfield
seconded, and the vote for the motion was 3 to 2 as follows:

Ayes: Mr. James G. Brumfield; Mr. James R. Green, Jr.; Mr. Larry L. Weeks
Nays: Mr. David C. Mangum; Mr. Wilbur W. Burton
Absent During Vote: None
Abstention: None

RESOLUTION

A RESOLUTION DIRECTING THE UPDATE OF THE NEW BALTIMORE SERVICE DISTRICT PLAN

WHEREAS, the Comprehensive Plan of Fauquier County defines the New Baltimore Service District (NBSD) in Chapter 6, Service Districts, for example, in terms of its boundaries, land uses and densities, and in Chapter 10, Transportation, for the road network and associated transportation features; and

WHEREAS, on January 16, 1996, the Fauquier County Board of Supervisors amended the Comprehensive Plan by revising the population projections and allocations represented in Tables 3.17, 3.18, and 3.19, which included the New Baltimore Service District and Vint Hill; and

WHEREAS, on October 15, 1996, the Fauquier County Board of Supervisors amended Chapter 6 of the Comprehensive Plan through text amendments which incorporated Vint Hill Farms Station into the New Baltimore Service District and Plan, without making any changes to the balance of the District; and

WHEREAS, the Fauquier County Board of Supervisors Resolution of November 4, 1997, established the review and redesign of the New Baltimore Service District as one of the top ten goals for Calendar Year 1998, directing that the revamping of the Service District be completed no later than December of 1998; and

WHEREAS, the Scott District Supervisor will have appointed a New Baltimore Planning Committee by January 1, 1998, for the purpose of delivering to the Planning Commission a revised plan for the NBSD, such committee having the following composition: (1) Ten (10) NBSD citizens of varying backgrounds, development interests and residential locations, (2) Scott District Planning Commissioner, (3) Scott District Water and Sanitation Authority member, and (4) NBSD at-large member on the Board of Zoning Appeals; now, therefore, be it

RESOLVED, by the Fauquier County Board of Supervisors on December 2, 1997, that the Planning Commission shall receive and review the plan submitted by the New Baltimore Service District Planning Committee, and make appropriate additions and revisions, conduct one or more public hearings and forward its recommendation to the Board of Supervisors by September of 1998; and, be it

RESOLVED FURTHER, That the County Administrator shall provide the required planning staff and clerical support in addition to public meeting facilities to the NBSD Committee to facilitate the development of the revised NBSD Plan; and, be it

RESOLVED FURTHER, That the County Administrator shall extend an

invitation to the Prince William County Government and the Vint Hill Economic Development Authority to send a staff member to participate with the NBSD Planning Committee for coordination purposes; and, be it

RESOLVED FINALLY, That it is the intent of the Fauquier County Board of Supervisors to conduct a public hearing on the New Baltimore Service District plan in sufficient time to incorporate the changes into the Comprehensive Plan by December 1998 in accordance with the appended schedule.

TASK 1

CITIZEN ADVISORY COMMITTEE:
APPOINTMENT & TASK ASSIGNMENT

TASK 2

COMMUNITY GOALS & OBJECTIVES:

- Review of Existing Service District Plans, Goals & Objectives
- Review of Existing Environmental Resources, Public Facilities & Utilities, Transportation
- Identification of Community Issues, Opportunities, & Vision
- Development of Goals & Objectives

TASK 3

COMMITTEE REPORT:

- Goals & Objectives
- General Sketch Land Use Plan
- Recommendations to Planning Commission

TASK 4

PLANNING COMMISSION SERVICE DISTRICT PLAN
UPDATE:

Preparation & Completion of the Proposed New Baltimore
Service District Plan Update

TASK 5

PLANNING COMMISSION: PROPOSED SERVICE
DISTRICT PLAN

Public Information & Hearing Process

TASK 6

BOARD OF SUPERVISORS: RECOMMENDED PLAN
AMENDMENT

Proposed Service District Plan Public Hearing & Adoption
Process

2-WEEKS

5-MONTHS

1-MONTH

3-MONTHS

1-MONTH

2-MONTHS

ACCEPTANCE OF DONATION OF LAND - PARKS AND RECREATION

Mr. Burton moved to adopt the following resolution. Mr. Weeks seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks

Nays: None

Absent During Vote: None

Abstention: None

RESOLUTION

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF DONATED LAND

WHEREAS, Bernadette Hayes has offered to donate 22.828 acres of land located in Lee Magisterial District of the County; and

WHEREAS, the Board of Supervisors has agreed to accept the property; and

WHEREAS, the Deed of Gift conveying the property requires that the Board of Supervisors evidence its acceptance of the deed; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 2nd day of December 1997, That the County Administrator be, and is hereby, authorized to execute the Deed of Gift accepting the donation of land from Bernadette Hayes.

APPOINTMENTS

Mr. Mangum moved to reappoint Mr. Weeks to the Disability Services Board to serve until December 31, 1999. Mr. Brumfield seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks

Nays: None

Absent During Vote: None
Abstention: None

Mr. Weeks moved to appoint Robert Sinclair to the Water and Sanitation Authority for a four-year term effective January 1, 1998. Mr. Brumfield seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. David C. Mangum; Mr. James G. Brumfield; Mr. Wilbur W. Burton; Mr. James R. Green, Jr.; Mr. Larry L. Weeks
Nays: None
Absent During Vote: None
Abstention: None

SUPERVISORS TIME

Mr. Burton will attend the Rappahannock River Study Commission Meeting scheduled for December 3. He said the Commission would be asking localities for a funding commitment. The Board of Supervisors agreed that Fauquier County should remain active in the Commission and would support the effort. The Board hoped that State funds would be available for the Study Commission as well as local funds.

Mr. Green informed the Board that the boundary adjustment with Warren County would be coming forward in early 1998.

Mr. Green asked that a resolution be prepared for the December 16, 1997 agenda to consider a rezoning for the Wright Store in Hume.

Mr. Brumfield congratulated Sally Murray on the Fauquier County Handbook.

Mr. Brumfield commended Bob Moore, Resident Engineer, and Dave Stanley, Assistant Resident Engineer, on the outstanding work done on improvements in Center District, particularly Spur 17.

With no further business, the meeting was adjourned.